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INSURANCE PROGRAM SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
CLAIMS SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SPECIAL QUALIFICATIONS DESIRED: EXTENSIVE KNOWLEDGE OF WV WORKERS' COMPENSATION STATUTE, RULES, REGULATIONS, AND TECHNICAL ABILITY. JOB DUTIES: PROVIDES STATISTICAL RESULTS TO EXECUTIVE MANAGEMENT AFTER ASSEMBLING THE DATA/ INFORMATION IN A REPORTABLE FORMAT, SPECIFICALLY IDENTIFYING OUTLIERS/TRENDS BASED UPON THEIR ANALYSIS AND PROVIDING POSSIBLE SOLUTIONS. WILL SERVE AS A TECHNICAL EXPERT, ASSISTING WITH MOVING MANUAL CLAIMS PROCESSES TO AN AUTOMATED SYSTEM THROUGH DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF SYSTEMS. RESPONSIBLE FOR HIGHLY COMPLEX STUDIES OF INSURANCE ISSUES AND LEGISLATION; THEIR IMPACT ON THE MARKET AND WEST VIRGINIA. ENGAGE IN DETAILED CLAIMS REVIEWS ON ONE OR MORE OF THE FOLLOWING: OLD FUND, UNINSURED EMPLOYER FUND (UEF), EDI PROGRAM, STATE AGENCY WORKERS' COMPENSATION (SWAC) PROGRAM. CONDUCT QUALITY ASSURANCE REVIEWS, INTERNAL ACCOUNT STAFFING, LARGE LOSS ACCOUNT STAFFING, AND SEMI-ANNUAL AUDITS AND REPORTING. COMPREHENSIVE REVIEWS, ANALYSIS OF EXPOSURE SPECIFIC TO CLAIMS RESOLUTION. ENSURE COMPLIANCE THROUGH CLAIMS AND DATA ANALYSIS, WITH SUBSEQUENT REPORTING. RESEARCH AND WRITE DETAILED POLICY, PROCEDURES AND GUIDELINES: INCLUDING CHARTS. TEST AND PROVIDE FEEDBACK ON NEW SYSTEM IMPLEMENTATION AND/OR ENHANCEMENTS. MAY ALSO WORK WITH DATE PERTAINING TO PRIVATE CARRIERS AND/OR SELF-INSURED EMPLOYERS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.

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EXPERIENCE: THREE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING
TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF,
USERS OR PARTICIPANTS IN INSURANCE PRODUCT
DEVELOPMENT, HEALTH CARE POLICY, OR MARKETING.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: OCTOBER 28, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS160008 ON APPLICATION